

## **ADMITTING CLERK**

<b>DEPARTMENT:</b>	<b>EMERGENCY/DIAGNOSTIC IMAGING/HEALTH RECORDS</b>
<b>REPORTS TO:</b>	<b>MANAGER, HEALTH INFORMATION SERVICES</b>
<b>STATUS:</b>	<b>PERMANENT PART TIME</b>
<b>SHIFT:</b>	<b>ALL SHIFTS</b>
<b>COMPENSATION:</b>	<b>\$23.526 - \$27.665/hr</b>
<b>UNION:</b>	<b>SEIU</b>
<b>AVAILABLE TO:</b>	<b>INTERNAL EMPLOYEES</b>
<b>DATE POSTED:</b>	<b>JUNE 7, 2024</b>

### **POSITION DESCRIPTION:**

The Admitting Clerk is responsible for providing clerical support for the following departments (but not limited to) - Emergency Department, Diagnostic Imaging Department, Acute Care Ward and Health Information in a timely, accurate, professional manner. With the efficient and effective operation of the Corporation in mind, daily individually assigned duties will be defined by departmental need. The Admitting Clerk will adhere to all departmental and organizational policies and procedures including protecting patient privacy and confidentiality in accordance with HHHS' policy. The Admitting Clerk may be required to work in both the Minden and Haliburton sites.

### **QUALIFICATIONS:**

#### **EDUCATION / EXPERIENCE:**

- Minimum Grade 12 education or equivalent
- Medical Administration diploma or equivalent related work experience
- Must demonstrate knowledge of medical terminology
- Previous experience in a hospital setting would be an asset
- Working knowledge of current Hospital Patient Information System is preferred

#### **SKILLS / ABILITIES:**

- Good computer skills and knowledge of Microsoft Office (Word, PowerPoint, Excel, and Outlook)
- Excellent interpersonal, written and verbal communication skills
- Excellent time management and organizational skills
- Diplomacy and tact; able to maintain confidentiality
- An ability to work independently, as well as in a group/as a team member

In addition, the successful candidate must be available to work day and evening shifts, along with weekends and statutory holidays, if required. An ability to attend work on a consistent basis is also a requirement.

**SUBMIT APPLICATION AND RESUME TO:**

**Human Resources Job Application Box**

**PLEASE QUOTE JOB NUMBER:**

**2024-65**

**DEADLINE:**

**June 17, 2024 @ 1600 Hours**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation due to a disability. Information received relating to accommodation needs of applicants will be addressed confidentially.